

Stacey D. M. Shaw

**Author . Trainer . Coach .
Virtual Administrative Officer .
Operations Specialist**

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About Stacey

Stacey D.M. Shaw, a powerhouse in business administration and operations and a fierce advocate for women, has over 25 years of c-suite administrative support across multiple industries. This has paved the role for her to become a Virtual Chief Administrative Officer and Operations Strategist transforming business operations and increasing efficiency for her clients. As the founder and Virtual Chief Administrator of Your Brilliant Transitions a virtual administrative consulting company and the visionary behind Her Chosen Legacy an empowerment platform, Stacey is dedicated to helping entrepreneurs, business owners build a strong and solid administrative foundation to improve and enhance productivity. Stacey's influence extends to advisory board roles, authorship, various awards, and advocacy for women who survived abuse.

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Stacey provided helpful training regarding the significance of delegation and actionable steps to be sure there are processes in place for effective communication. The challenge was a point of reflection for me and as I grow as an entrepreneur and work with a team, I want to be mindful to have structure in place so that we can all grow together. Thank you for your time and attention to support each of us as we had questions. _ Ashley S.

About The Book

Speaking Topics

- ✓ **Administrative Mastery: Streamlined Strategies for the Busy Entrepreneur**
- ✓ **Administrative Mastery: Maximizing Efficiency at the Executive Level**
- ✓ **Administrative Mastery: From Support to Strategy: Leading with Influence**
- ✓ **Delegating Decoded for Lasting Efficiency**

As an administrative professional with over 25 years and an entrepreneur for 10+ years one of the things I have observed over the years is that many business owners often overlook basic administrative practices that are critical to creating and maintaining a strong administrative foundation and effective processes.

What's Inside

- 40 Tips: Each tip provides guidance on various administrative topics that may be overlooked.
- Action Items: Each tip listed in the book has a corresponding action for practical application.
- Size: A 5x8, 100 page book is designed for easy reading and reference..

